

Marine Corps League

Thunder Mountain Detachment #1283

Sierra Vista, Arizona



Bylaws

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Article 1: Detachment Meetings

Section 100: Authority. The legislative and policy making power of the Thunder Mountain Detachment, Marine Corps League shall be vested in the detachment composed of its properly elected and appointed officers and the members at large who are in good standing. All detachment policies and procedures will be in accordance with the policies and guidance issued by the Department of Arizona and the National Headquarters, Marine Corps League.

Section 101: Committees, Department Convention. The Thunder Mountain Detachment shall participate in such conferences and conventions as called by the Department of Arizona and abide by the rules and regulations so established by Section 101 of the Department of Arizona Bylaws.

Section 105: Committees and Members. The Thunder Mountain Detachment shall establish such standing or temporary committees as are deemed necessary to accomplish the goals and objectives of the detachment. Such members shall be in good standing and eligible to vote on detachment matters in accordance with the guidance provided by higher headquarters.

Section 110: Voting. The Thunder Mountain Detachment shall be guided regarding issues which require official votes as follows:

- a. Except as otherwise provided, a fifty percent (50%) plus one vote by the members voting shall carry any measure and decide any issue.
- b. Roll call vote may be required and recorded upon request.

Section 112: Meetings. Regular Meetings of the Thunder Mountain Detachment shall be held monthly on the fourth Tuesday of every month at 1900 unless otherwise decided by vote of the membership at a previous meeting. Section 2.10 of the Marine Corps League Guidebook for Detachment Officers shall be used as a suggested format for the conduct of regular detachment business meetings. The date, time, and place shall be specified by the Detachment Commandant and promulgated to the membership to ensure the widest dissemination. Special Meetings or Executive Staff Meetings may be called at the discretion of the Detachment Commandant.

Section 115: Elected Officers: The Thunder Mountain Detachment shall hold an Annual Election of Officers between October 1 and May 15 of each fiscal year. The following officers shall be elected annually and serve for one year from the date of installation, or until each respective successor is elected and properly installed: Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.

Section 116: Appointed Officers: The following officers may be elected or appointed: Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or Paymaster/Adjutant, and such officers as the detachment deems necessary.

Section 117: Reports of Installation. A Report of Installation of Officers must be forwarded to the National Adjutant / Paymaster via the Department Adjutant, by the Installing Officer, within fifteen days of the installation. Installation of detachment officers shall be in accordance with Section 6015 of the National Administrative Procedures, with an example format provided in Enclosure 5 therein.

Section 120: Nominations. Nominations for detachment office shall be as follows:

- a. The Detachment Commandant shall appoint a Nomination Committee of no less than four and no more than six members in good standing to screen and recommend qualified nominees for detachment office. The Nomination Committee shall be established during September. The selection of candidates for office shall be presented, by the committee, to the membership at large during the October regular business meeting. Additional nominees for each elected office will be accepted from the floor from the time that the candidates are announced, up to and including the date of election which shall take place during the regular business meeting in either January or February. The election **MUST BE COMPLETED** between October 1 and May 15 of each fiscal year. Installation of newly elected and appointed officers shall take place within 30 calendar days after election.
- b. The Nomination Committee shall ensure that all nominees for office are members in good standing; that each nominee has been notified of their selection, and that the nominee agrees to accept the selection; and that each nominee is present at the meeting where nominees are presented to the membership (or has been excused from attendance by the Detachment Commandant for a valid reason).

Section 125: Elections. Elections for detachment office shall be as follows:

- a. Elected candidates must receive a majority of the votes cast (50% plus one).
- b. No person shall hold more than one elected detachment office at the same time.
- c. All candidates for detachment office (elected and appointed) may receive acceptance by “acclamation” of the membership at large. A majority vote is required for elected officers, but not for appointed officers.

Section 130: Term of Office. Detachment officers shall be elected for a term of one year and may stand for re-election. No member may serve more than five consecutive terms in any elected office. Appointed officers serve at the pleasure of the Commandant of the Detachment.

Section 135: Quorum: The minimum number required to transact the regular and legal business of the detachment shall be four members in good standing of the Detachment Staff (elected or appointed) and five other members in good standing, with at least one elected officer present at all meetings.

Section 140: Right to Speak. All detachment members are invited guests, and when recognized by the Commandant and not so expressly prohibited by these bylaws, shall have the right to speak on any appropriate subject and all issues brought to the floor for consideration. Each detachment officer, Past Detachment Commandant, and any member in good standing may be granted the floor by the Commandant. Rules of conduct will generally be guided by the Roberts Rules of Order.

Article 2: Detachment Board of Directors / Elected Officers

Section 200: Composition. The Detachment Board of Directors / Elected Officers (hereafter referred to as “the Board”) shall be composed of the following:

- a. Detachment Commandant
- b. Detachment Senior Vice Commandant
- c. Detachment Junior Vice Commandant
- d. Detachment Judge Advocate
- e. Junior Past Detachment Commandant (the detachment membership at large is authorized to appoint a Past Detachment Commandant, if the outgoing Detachment Commandant is not inclined to serve).

Section 205: Powers: In order to comply with the State of Arizona Corporation Commission rules and regulations, the officers that are elected annually will also serve as the Board of Directors of the Corporation as identified with the State of Arizona Corporation Commission. Such officers shall be reported annually in all reports submitted to the Arizona Corporation Commission in the month of January. The Thunder Mountain Detachment shall have one class of members. The detachment shall comply with the National and Department Bylaws and Administrative Procedures with respect to “classes of membership.” The powers and privileges of all member

types, as described in the Marine Corps League National Bylaws and Administrative Procedures, will be fixed by National, Department, and Detachment rules and regulations. The Articles of Incorporation for the Thunder Mountain Detachment shall comply with Arizona State and Federal rules and regulations and be consistent with Marine Corps League National Bylaws and Administrative Procedures.

Section 210: Duties of Board Members / Elected Officers. It shall be the duty of each member of the Board of Directors / Elected Officers to acquire a working knowledge of the Department of Arizona and National Bylaws and Administrative Procedures of the Marine Corps League, as well as the requirements of the Arizona State Board of Corporation Commissions. The specific duties of the Board of Directors / Elected Officers shall include:

- a. **Detachment Commandant.** The Detachment Commandant shall preside at all regular business meetings and special meetings of the detachment. He/she shall enforce the observance of all regulations and appoint such officers and committees not otherwise provided herein. He/she shall seek the advice and counsel of the Detachment Staff and shall, with the concurrence of the Board of Directors, approve or disapprove all requisitions in excess of \$100.00 made to the Detachment Paymaster for the disbursement of funds required in the best interest of the detachment. He/she shall appoint a Chairman of all standing committees and shall function as an ex-officio member of all committees established. He/she shall be guided in the performance of duties by his/her Oath of Office as taken upon installation and by the rules and regulations as established by higher headquarters.
- b. **Detachment Senior Vice Commandant.** The Senior Vice Commandant shall assist the Commandant and preside as Commandant in his/her absence. He/she shall perform such duties as may be assigned by the Commandant. In addition, he/she shall pursue an active recruitment program for the detachment. His/her duties shall be consistent with the rules and regulations as established by higher headquarters.
- c. **Detachment Junior Vice Commandant.** The Junior Vice Commandant shall assume the duties of the Senior Vice Commandant in his/her absence and shall be responsible for arranging the social affairs of the detachment. He/she shall preside as Chairman of the Membership Committee (when established). His/her duties shall be consistent with the rules and regulations as established by higher headquarters.
- d. **Detachment Judge Advocate.** The Detachment Judge Advocated will act as legal counsel to the Thunder Mountain Detachment, and to advise the

Commandant, the Staff, and/or the detachment members concerning laws of the detachment and/or the Marine Corps League. He/she shall render opinions of law that may arise concerning any of the Bylaws or Administrative Procedures of the detachment. The Judge Advocate shall reduce his/her opinion(s) to writing and file a copy thereof with the Detachment Adjutant (other copies shall be provided to other staff members as appropriate). The detachment may employ outside counsel if deemed necessary and appropriate by, and with the approval of the Commandant and the Detachment Staff. He/she shall maintain close liaison with the Department Judge Advocate and his/her duties shall be consistent with the rules and regulations of higher headquarters.

- e. **Junior Past Detachment Commandant.** The Junior Past Detachment Commandant shall be the immediate predecessor to the present Commandant, inheriting his/her position upon installation of the present Commandant. He/she shall preside until a new Commandant is elected. Should the Commandant being replaced elect not to accept the position of Junior Past Detachment Commandant, then the position shall be filled in accordance with the procedure contained in Section 200(e) herein. The Junior Past Commandant shall be a full voting member of the Board of Directors / Elected Officers and contribute generously and impartially from his/her past experience to the best interest of the detachment and the Marine Corps League.

Section 215: Vacancy. The order of succession to the office of the Detachment Commandant shall be Senior Vice Commandant, then Junior Vice Commandant. In the event of other vacancies on the Detachment Board of Directors / Elected Officers, the Detachment Commandant, with the advice and consent of the remaining Board / Elected members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through consistent failure to attend regularly scheduled business meetings, or in the case of removal from office for cause as described herein.

Section 220: Board / Elected Officer Staff Meetings. Such meetings shall be held at the discretion of the Detachment Commandant and the procedure for the conduct of such meetings shall be determined by the Detachment Commandant, or as otherwise specified herein.

Section 225: Quorum. For voting purposes, a minimum of three Board / Elected Staff Officers must be present to conduct an official Board / Elected Staff Officer meeting. The results of such meetings will be reported to the membership at large at the next scheduled business meeting.

Section 230: Voting. Should an issue require a vote to determine the desires of the Board / Elected Officers at a staff meeting, then a simple majority of those present shall define an affirmative result. All matters discussed at the board meeting shall be brought forward to the membership at large at the next scheduled business meeting.

Section 235: Conduct of Business. Conduct of business shall be at the discretion of the Detachment Commandant or whichever Board / Elected Officer is so designated by the Detachment Commandant to chair such meeting.

Article 3: Detachment Staff

Section 300: Composition. The Detachment Staff shall be composed of the Detachment Board of Directors / Elected Officers, Appointed Detachment Officers, and Committee Chairpersons, being identified collectively as Staff Officers and individually as a Staff Officer.

Section 305: Powers. The power and authority of the Detachment Staff shall be the same as that of the Board of Directors / Elected Officers, except that members of the Staff who are not members of the Board of Directors / Elected Officers shall have no vote and shall not be considered in determining a quorum for the Board of Directors / Elected Officer meeting.

Section 310: Duties of Staff Officers. The Detachment Staff Officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Detachment Commandant and the Detachment Board of Directors / Elected Officers with individual duties as follows:

a. **The Detachment Adjutant Shall:**

1. Record minutes of all detachment regular business meetings and such special meetings as called.
2. Act as an Administrative Assistant to the Detachment Commandant.
3. Perform such other duties as are usually assigned to a recording secretary.
4. Within thirty days of appointment will prepare a list of all Detachment Elected and Appointed Officers. The list is to include name, title, address, telephone number, and email address for each officer. A copy of this list is to be sent to each member of the Detachment Board of Directors / Elected Officer and Appointed Officer.

5. Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.

b. The Detachment Paymaster Shall:

1. Be responsible to the Detachment Commandant.
2. Perform all of the ordinary and necessary business of the Thunder Mountain Detachment, including the approval of purchasing materials and services of normal business operations within the bounds of the budget, as established and approved by the membership at large.
3. Receive all monies, keeping record of their source and purpose on the check registry, and shall deposit said monies in approved and federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the Thunder Mountain Detachment, Marine Corps League.
4. Close and cause an independent audit of the fiscal accounting records annually and report the results to the membership. Books close July 1 and a report will be presented to the membership at the July meeting. An Audit Team will consist of the Paymaster and a minimum of two members appointed by the Detachment Commandant.
5. Establish the Fiscal Year for the Thunder Mountain Detachment from July 1 to June 30 of the following year.
6. Ensure that all checks issued have the signatures of the Paymaster and of the Commandant of the Thunder Mountain Detachment, or the Adjutant (Department and National Headquarters must be notified of any and all designated signatories).

c. The Detachment Chaplain Shall:

1. Perform such duties of spiritual nature as are customarily performed by members of the clergy and as required by the Thunder Mountain Detachment and the National Bylaws and Administrative Procedures.
2. Be responsible for and have charge of arranging and conducting an impressive, dignified, and inspiring memorial service as appropriate at detachment and community events.
3. Participate in the detachment's annual Marine Corps Birthday Celebration by presenting an appropriate tribute.

d. **The Detachment Sergeant-at-Arms Shall:** Preserve order and maintain proper decorum at regularly scheduled detachment business meetings and such other detachment meetings and functions as may be called by the Detachment Commandant, and to perform such other duties as are assigned by the Detachment Commandant.

e. **Detachment Committee Chairpersons Shall:** Perform such duties as appropriate to the mission assigned and/or directed by the Detachment Commandant.

f. **The Detachment Historian Shall:** Assemble and maintain a record of the Thunder Mountain Detachment's history of achievement, performance, and other newsworthy items of interest.

g. **The Detachment Webmaster (when assigned) Shall:**

1. Act as Public Relations and Press Officer for the Thunder Mountain Detachment, maintaining close contact with local media sources and protecting a positive image into the local community and region, and perform such other duties as assigned by the Detachment Commandant.
2. Explore and develop techniques, using electronic data transmission technology, to maximize the electronic capabilities of this detachment.
3. Be responsible for editing, printing, and publishing the news of the Thunder Mountain Detachment, including news in a newsletter to be published periodically and disseminated to all detachment members, as well as local media sources.
4. Perform the duties of the Detachment Protocol Officer if that position is unassigned.

h. **The Detachment Veterans Services Officer (when assigned) Shall:**

1. Become acquainted with services and application of federal law, as well as institutional rules pertaining to veteran services.
2. Maintain close liaison with the Department of Arizona designated Veterans Service Officer to ensure adequate training and up-to-date information on all veteran related matters.
3. Assist Marine veterans, veterans of all U.S. Military services, as well as their dependents, widows, widowers, and orphans in securing the benefits provided by law and regulation.
4. Be in charge of all Veterans Administration activities of the Marine Corps League within the community of Sierra Vista and surrounding areas.

5. Maintain close liaison with all Service Officers in other veterans organizations in the community.
6. Prepare and amend such regulations, instructions, and procedures as may be required to affect a viable Detachment Veterans Service Program, including the publication and distribution of a local standard operating procedure (SOP).
7. Ensure that certification is maintained with the Department of Arizona.
8. Attend such workshops or training seminars, in conjunction with the Department of Arizona Services Committee, as may be appropriate toward the improvement and enhancement of the Detachment Veterans Service Program.
9. Perform such other duties as may be prescribed from time to time by the Detachment Board of Directors / Elected Officers.

i. **The Detachment Protocol Officer (when assigned) Shall:**

1. Be appointed by and responsible to the Detachment Commandant and Staff.
2. Coordinate activities associated with high level conferences, conventions, staff meetings, and special detachment events.
3. Make suitable protocol arrangements to attend to visiting dignitaries.
4. Coordinate media coverage, when appropriate, in connection with visits of the aforementioned dignitaries. Such activity will be accomplished in coordination with the Detachment Webmaster.
5. Obtain appropriate biographical and photographic needs in advance of the aforementioned visiting dignitaries and/or official guests of the detachment.
6. Ensure that proper protocol is maintained with the leadership of the community of Sierra Vista and surrounding region.

j. **The Nomination Committee Chairman Shall:** Chair the Nomination Committee and be responsible to the Commandant and the Board of Directors / Elected Officers for obtaining the names of qualified members to run for detachment office. Names of these nominees shall be published, at least thirty days before the membership at large votes on the results of the committee action. Nominations will also be accepted from the floor, as per Section 120.

Section 315: Vacancy. Should a vacancy occur in an appointed office, a committee chairmanship, or committee member, the Detachment Commandant shall fill such vacancy as soon as practical. All such appointments are subject to approval by the Detachment Board of Directors / Elected Officers.

Section 320: Contracting Authority. No officer of the Thunder Mountain Detachment shall enter into or sign any contract or agreement, for the purpose of binding the detachment, without first submitting such contract or agreement to the Detachment Judge Advocate for his/her consideration. All contractual proposals will be briefed to the membership at large for approval. All contracts and/or formal agreements consummated in the name of the Thunder Mountain Detachment shall require the signature of the Detachment Commandant and Paymaster.

Article 4: (Intentionally left blank in order to maintain proper numbering)

Article 5: (Intentionally left blank in order to maintain proper numbering)

Article 6: (Intentionally left blank in order to maintain proper numbering)

Article 7: (Intentionally left blank in order to maintain proper numbering)

Article 8: Miscellaneous

Section 810: Detachment Bylaws and Administrative Procedures Distribution.

Each member of the Thunder Mountain Detachment shall be provided access to a complete copy of the Detachment Bylaws and Administrative Procedures. All new inductees shall be provided with a copy of the Detachment Bylaws and Administrative Procedures when they are initiated and when they receive their membership card and League pin. Additionally, two complete copies of the Detachment Bylaws and Administrative Procedures shall be provided to the Adjutant, Department of Arizona, including all changes thereto. Additional copies of the Detachment Bylaws and Administrative Procedures shall be available to any member, at cost, by the Detachment Paymaster.

Section 815: Blanket Bond. The following Marine Corps League Officers are included under the Blanket Bond paid for by the National Headquarters:

- a. Detachment Commandant.
- b. Detachment Paymaster or Adjutant / Paymaster as applicable.
- c. All detachment officers handling detachment funds are bonded by the National Headquarters in the amount of \$10,000 with a deductible of \$1,000. Additional bonding coverage desired for additional detachment officers shall be arranged and funded by the detachment.

Section 820: Dissolution: In the event of revocation or suspension of this Detachment's Charter, which results in dissolution, disposition of property and assets shall be executed in accordance with the provisions of the Department of Arizona and National Headquarters Bylaws and Administrative Procedures.

Section 825: Membership Listings: The membership listing of the Marine Corps League is proprietary information and under the direct control of the National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments. The membership listing will not be sold, copied, loaned, or assigned without permission, in writing, from the National Executive Director, the National Board of Trustees, and the Department of Arizona Board of the Marine Corps League. This detachment shall abide by these provisions and treat local detachment listings accordingly.

Section 830: Violations: Any member who violates the precepts of the National, Department of Arizona, and/or Thunder Mountain Detachment Bylaws and Administrative Procedures is subject to the provisions of Chapter 9, Grievance and Discipline, as stated in the National and Department of Arizona Administrative Procedures.

Section 835: Uniforms: Regulations regarding the procurement and wearing of Marine Corps League prescribed uniforms will be as follows:

- a. The Thunder Mountain Detachment follows the guidance provided in Enclosure (3) to the National Headquarters Administrative Procedures with changes attached thereto.
- b. It shall be the responsibility of the Detachment Commandant to ensure that all detachment members adhere to the uniform code as prescribed by the National Headquarters / Department of Arizona. Deviations will not be authorized unless specifically approved.

Section 840: Awards: Regulations regarding Marine Corps League decorations and awards shall be as follows:

- a. The Thunder Mountain Detachment follows the guidance provided in Enclosure (4) to the National Headquarters Administrative Procedures with changes attached thereto.
- b. It shall be the responsibility of each detachment member to provide copies of their DD214 / DD-215, and authorizations for other awards, when requested.

- c. The Thunder Mountain Detachment shall periodically convene an Awards Board to review all individual and unit awards to ensure that all unit awards are current and determine if any individual awards may be in order.

End of Bylaws